HUMAN RESOURCE
MANAGEMENT DIRECTORATE

JDRP-HR   23 June 2003

MEMORANDUM FOR Activities Serviced by Headquarters, Department of the Army (HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and Employment Service-Washington)

SUBJECT: Oracle Human Resources (HR) 11i Transition Deadlines

1. The Army infrastructure that supports the Defense Civilian Personnel Data System (DCPDS) continues to undergo major transformation. Beginning very soon after Army's transition to a centralized database, all DoD Components will migrate to Oracle Human Resources (HR) 11i, which is the web-based version of DCPDS.   New features of Oracle HR 11i will provide opportunities to improve the efficiency and accuracy of processing and to further streamline operations.

2. The migration to Oracle 11i will entail another period of time when DCPDS will not be available. Throughout this timeframe, the Northeast Civilian Personnel Operations Center (NECPOC) and the HQDA CPAC will continue to aggressively work non-DCPDS functions such as classifying jobs, rating and ranking applications, processing referral lists and offering jobs. The system downtime period will be from close of business (1630) Thursday, **17 July 2003** to Friday, **August 1, 2003**.

3. In order to accommodate the migration to Oracle 11i, the cutoff dates for the submission of RPAs with an effective date of **13 and 27 July 2003** are as follows:

  •   03 July 2003 – Cutoff date for activities to submit RPAs affecting pay (accessions, promotions (temporary and permanent), changes to lower grade, extensions and position actions (e.g., position reviews))

  •   10 July 2003 – Cutoff date for activities to submit routine RPAs (awards, non-pay actions, and extensions of temporary actions)

NOTE: Remember to forward RPAs that are complete, accurate, and ready to be processed.

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4. In addition, due to an anticipated heavy volume of realignments and reorganizations for FY04, Defense Finance and Accounting Service (DFAS) has established a deadline for the submission of all Position Organization Address (POA) information. DFAS will try to work POA changes received after this date, but make no guarantees. In order to accommodate this deadline, the cutoff dates for the submission of POA's are as follows:

- 03 July 2003 - Cutoff date for organizations to provide new organizational hierarchy (POA/Table 30) information to the HQDA CPAC.

- 11 July 2003 – Cutoff date for the CPAC to provide the new organizational hierarchy (POA/Table 30) information to the NECPOC.

- 28 July 2003 – Cutoff date for the NECPOC to send new organization codes to Customer Service Representatives (CSR).

- 04 August 2003 – Cutoff date for CSRs to submit new organization codes to DFAS.

5. For questions or assistance, please contact your servicing CPAC specialist.

Sherri Vauls Ward
Director

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